

# SUN CITY PRIDES POLICIES and PROCEDURES

May, 2024 ~~March 2023~~ REVISED

Dates in parenthesis, such as (1/01) indicate the meeting date at which the action was taken, or a revision was made.

## I. MEMBERSHIP AND GOVERNANCE

### Policy One – Board Member Elections and Responsibilities

Intent: To ensure that the elections and responsibilities of Board members are in agreement with the financial and corporation reporting dates of the federal, state and local jurisdiction and to ensure the uninterrupted management of Board functions.

1. Election of officers and Board members shall occur at the January Annual Meeting. (1/01)
2. The Board shall consist of seven (7) to nine (9) members. (03/18)
3. New Board members may meet with the President after the first Board meeting for the purpose of receiving an orientation as to the function of the Board and individual Board member responsibilities. (03/19)
4. In the absence of the President, the duties of that office shall be assumed by the Vice President. (3/15) (Bylaws Article VI)
5. ~~Five (5) of the members of the Board shall constitute a quorum for regular and special meetings when there are nine (9) Board members. (5/24).~~ Four (4) ~~of the~~ members of the Board shall constitute a quorum for regular and special meetings. (1/08) ~~when there are seven (7) Board members. (5/24).~~
6. Members of the Board shall be elected by the membership for a two (2) year term commencing on the day of election. Members of the Board may serve three (3) (5/24) consecutive terms for a total of six (6) years. A member of the Board who has served three (3) consecutive terms shall be eligible for election to the Board after one (1) year . (1/08) (Bylaws Article IV)). ~~as a non-Board member. (5/24)~~
7. A Nominating Committee of the three (3) Phase Coordinators shall have primary responsibility for recruitment of candidates for the Board. (3/19) (3/23)
8. The immediate past President may serve as an ex-officio member of the Board for the following year after leaving office if that person is no longer a member of the Board. (3/15) (Bylaws Article VI)
9. ~~Board Members (5/24) Officers~~ may serve subsequent one (1) year terms for the duration of the length of his/her Board membership tenure. (2/03) (Bylaws Article V)
10. Announcement for Annual Meetings needs to be placed in the Sun City Independent. (3/19) as well as electronically published to the SUN CITY PRIDES membership. (3/23)
11. Vacancies on ~~of~~ the Board between elections shall be filled by Board appointment. Such

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- appointed members of the Board shall serve the FULL term of the individuals they are replacing. (9/01) (Bylaws Article IV)
12. One individual shall be designated to serve as the liaison between the County and the SUN CITY PRIDES. **Any individual wishing to contact the County shall do so THROUGH the appointed liaison.** Contact with the County representative will be made solely by the President or his/her appointed designee. (12/92)
  13. Board meetings are open to guests. Guests must arrive before the opening of the meeting. (9/87)
  14. Board members are covered by SUN CITY PRIDES directors and officers liability insurance. (2/96) (3/15) (3/23)

## Policy Two – Membership

Intent: To ensure accurate records for efficient management of SUN CITY PRIDES activities; to safeguard the interests of both the individual member and the SUN CITY PRIDES organization; to create and maintain an environment that is inviting and welcoming of new members.

1. A member of the SUN CITY PRIDES shall be any resident of Sun City, Arizona who (1) desires to further the purpose of the organization, (2) is willing and able to actively participate in the work of the organization, and (3) completes a membership application form. (3/15) (Bylaws Article III)  
**A SUN CITY PRIDES member in good standing who leaves Sun City, Arizona, but remains within a reasonable distance, may maintain membership in the PRIDES at the discretion of the Board (3/23). ~~Taken from Sun City Prides Bylaws March 2023.~~**
2. All SUN CITY PRIDES must sign a waiver card. (5/81)
3. The criteria for a quorum at the general meeting shall be “all members present constitute a quorum.” (6/99) (Bylaws Article VII)
4. Phase Coordinators shall make name tags for new members. (3/15)
5. A formal acknowledgement shall be made of new members. (5/00)
6. Inactive PRIDES members will have their membership status reviewed **yearly by the Phase Coordinators** to determine continuation or removal from the-membership roster. (3/19)(5/24)
7. Acknowledgement for the services of individuals who have left the membership of the SUN CITY PRIDES in the past year may be given at the Annual Meeting. (3/15)

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8. Safekeeping of any awards and lists of awards to the SUN CITY PRIDES shall be the responsibility of the Historian. (3/84)
9. Beer may be served at the Annual Luncheon. (3/15)
10. Members are invited and encouraged to make suggestions for the improvement of SUN CITY PRIDES programs and operations to any Board member for consideration.
11. A SUN CITY PRIDES member in good standing who leaves SUN CITY but remains within a reasonable distance, may maintain membership in the SUN CITY PRIDES at the discretion of the Board. (3/23)

## Policy Three – Code of Conduct (3/23)

1. The SUN CITY PRIDES is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. (12/16)
2. Actions, words, jokes or comments based on an individual's sexual orientation, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. (12/16)
3. SUN CITY PRIDES encourages volunteers to bring any incidents of discrimination and/or harassment to the attention of any member of the Board of Directors, as soon as is reasonably possible. (12/16)
4. A member of the SUN CITY PRIDES who continues to be disruptive and/or fails to abide by Roberts' Rules of Order during membership meetings may be warned that the disruption is not acceptable, and the member may be removed from the membership roster. This will occur if a member of SUN CITY PRIDES makes a motion calling for the removal of the member. The President may allow discussion supporting or defending this motion. After the discussion, a vote of the membership for or against the removal will be taken. A majority vote for removal is required. The member shall be informed of the outcome. The results shall be recorded in the minutes. (3/19) (3/23)

## II. FINANCES

### Policy One – Purchases

Intent: To ensure that tools are adequate in number, kind and condition to support the work of volunteers; to guarantee that inventories are accurate both in terms of repairs and replacement; and to assure the responsible expenditure of financial resources.

1. One individual shall be designated annually by the Board to make purchases of repairs to tools of any kind on behalf of the SUN CITY PRIDES. Permission to purchase and

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repair may be granted to others by this individual whose responsibility it is to maintain proper records of receipts and updated inventories. Individuals needing specific equipment or repairs shall notify this individual, who will arrange for appropriate action to be taken. (4/00).

2. **Anyone purchasing or repairing tools without authorization will NOT be reimbursed for these expenditures.** (3/00)

## Policy Two – Purchases

Intent: To reduce the number of receipts and paper work involved in reimbursing leadership volunteers for expenditures associated with their responsibilities and to ensure that purchases are made by authorized persons only.

1. Volunteers required to make miscellaneous purchases in the fulfillment of their responsibilities may receive an advance of not more than \$300.00. (9/00) ~~\$600.00.~~ (5/24)
2. Expenditures up to \$300.00 do not need Board approval. (6/97) ~~\$600.00.~~ (5/24)
3. All purchases on behalf of SUN CITY PRIDES, including purchase of gas, may be made only by an authorized person. (5/81)

## Policy Three – Purchases

1. By IRS regulations, SUN CITY PRIDES liabilities must stay under \$25,000.00. (1/84)

## III. BUILDING, GROUNDS and EQUIPMENT

### Policy One – Keys/Security Codes

Intent: To safeguard the properties and records of the SUN CITY PRIDES; to demonstrate responsible Management for the purpose of insurance; to assist police investigations.

1. Keys/security codes to buildings, equipment, vehicles and locks shall be issued to individuals who regularly need them to carry out their SUN CITY PRIDES' responsibilities. **A complete and absolutely current record must be kept indicating the names of the individuals to whom keys/security codes have been issued, the date of issue and the date when keys/security codes were returned.** **No copies of keys/security codes shall be made by anyone having been assigned a key/security code KEY.** (02/01) (3/23)
2. SUN CITY PRIDES' Garage Security System shall be monitored by the Building & Equipment Manager appointed by the SUN CITY PRIDES Board who shall issue any/all keys/security codes. (3/23)

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## Policy Two – SUN CITY PRIDES' equipment

Intent: To ensure the safety of SUN CITY PRIDES volunteers and accurate inventories and maintenance of SUN CITY PRIDES' property.

1. Only persons determined to be qualified by the individual responsible for the inventory control shall have access to SUN CITY PRIDES' tools and equipment.

## Policy Three – Vehicles

Intent: To ensure the safety of volunteers driving SUN CITY PRIDES' vehicles and to comply with insurance restrictions and requirements.

1. Any individual driving a vehicle belonging to the SUN CITY PRIDES must have a valid driver's license and **must have given a photo copy of the license to the Treasurer** prior to operating the vehicle. The Treasurer shall report the names of certified SUN CITY PRIDES drivers to the insurance companies as required. (5/00)

## IV. VOLUNTEER SERVICE and WORK

### Policy One – Work Standard

Intent: To maintain consistency of operation and appearance of the properties maintained by the SUN CITY PRIDES.

1. Trimming the vegetation overhang along the walls of SUN CITY is considered one of the objectives unless the owner objects, in which case a representative will meet with the owner to resolve the problem. (2/91). The County has agreed to pick up this above stacked debris after being notified of such location. (3/23)
2. The SUN CITY PRIDES will not be involved in any work undertaken by a contractor. (11/81)
3. Any oral agreement with any organization, group, condo association, etc. made by a SUN CITY PRIDES member supposedly on behalf of the SUN CITY PRIDES will be deemed invalid until presented to the Board and approved.
4. Tree trimming decisions are made by the SUN CITY PRIDES, not the County. (03/19)
5. The ditch between 103<sup>rd</sup> and 107<sup>th</sup> north of Grand is the responsibility of Banner Boswell Hospital. (9/95)
6. SUN CITY PRIDES will not perform work on any private property, (3/23)

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7. Weed control in under the responsibility of the County. (3/23)
8. The squad will not work on the weekends of New Years, Easter, Thanksgiving and Christmas. (4/15)

## Policy Two – Treatment of Volunteers

Intent: To ensure (1) the successful integration of individuals into the SUN CITY PRIDES family of volunteers, and (2) their continued satisfaction and enjoyment in fulfilling their commitment.

1. Phase Coordinators shall make name tags for new members. (3/15)
2. Members who lose their name tags should notify their Phase Coordinator or squad leader for a replacement. (3/15)
3. A letter or certificate of appreciation may be given to individuals upon notification either by the individual or the Phase Coordinator when they resign from the SUN CITY PRIDES. (5/04)
4. Individuals wishing to receive a pin in recognition of service (in five-year increments) shall so indicate, and pins will be purchased for them. (3/15)
5. Upon the passing of a current or former SUN CITY PRIDES member, a tree shall be planted in Sun City at a location chosen by the Arbor Day Committee of the SUN CITY PRIDES. This tree shall be planted the year after notification of the death of the SUN CITY PRIDES member. A sympathy card shall be sent to the family of the deceased SUN CITY PRIDES member as soon as possible upon receipt of notification by the SUN CITY PRIDES of the member's death. (11/16)

## V. PUBLICATIONS, PUBLICITY, PRINTING and COMMUNITY RELATIONS

### Policy One – Publications and Printed Information

Intent: To promote the programs and activities of the SUN CITY PRIDES; to ensure a consistent image and voice for the SUN CITY PRIDES to the public.

1. The words SUN CITY PRIDES shall never be used in association with any commercial advertising. (5/93) )3/23)
2. All matters pertaining to press releases, public announcements, articles for publication or anything of a publicity nature concerning the SUN CITY PRIDES will be handled by the Publicity Committee and reviewed and approved by the President or his/her designee. (3/15)

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## Policy Two – Relations with Other Groups

Intent: To clarify the involvement of SUN CITY (5/24) PRIDES in cooperative activities with other groups; to establish a fair and consistent relationship with these groups.

1. Official communication between SUN CITY PRIDES, Maricopa County Department of Transportation, the Sun City Posse, RCSC, SCHOA and all other community organizations shall be restricted to the President and the official designated SUN CITY PRIDES liaison. (9/06)
2. Offers for dinners sponsored by a for-profit organization shall not be accepted. (5/80)  
**NO gifts will be accepted. (4/24).**
3. SUN CITY PRIDES are encouraged to register for our Rewards Programs. These programs benefit the SUN CITY PRIDES in that we receive a percentage of monies spent by people who sign up for the programs. There is no fee to sign up, and no additional charge for items purchased. Please refer to “How the Reward Programs Work” in the Member Handbook on the SUN CITY PRIDES website for details. (03/19) (3/23)
4. Any oral agreement between the SUN CITY PRIDES, other organizations or individuals must be WRITTEN, approved by the Board and recorded in the meeting minutes. (03/19)
5. SUN CITY PRIDES will be represented at the Sun City Fun Fairs. ~~If a fee is required, the SUN CITY PRIDES shall not participate. (3/15)~~ **A reasonable fee may be paid for the SUN CITY PRIDES to participate in Sun City Fairs. (5/24)**
6. Individuals/corporations making a donation to the SUN CITY PRIDES shall receive an acknowledgement in the form of a letter (5/80) completed by the Treasurer showing the donation amount received. (03/23).